

**South Carolina Department of Education  
Office of Federal and State Accountability  
Title I Monitoring Policy**

The Office of Federal and State Accountability (OFSA) has developed the following procedures for the successful completion of a desk review for certain components of the LEA's Title I program. The goal of these desk reviews is to streamline the OFSA monitoring process and improve efficiencies while on-site. The Monitoring protocols for each component that will be used by OFSA staff are available for review on the SCDE's Title website. The documents listed below are needed to complete the respective protocol. Please email the requested documents to the contact listed at least two weeks prior to the scheduled on-site visit. It should be noted that depending on the size of the LEA, an on-site visit may be more feasible. If that is the case, the LEA will be notified.

**Budget**

- Budget Report by Account from LEA's accounting software (District Level)
- Labor History for Employees paid from Title I funds (District Level)
- Detail Account Inquiry by Account Number (District Level)
- Budget Report by Account (School Level)
- Labor History for Employees paid from Title I funds (School Level)
- Detail Account Inquiry by Account Number (School Level)

Contact: Karen Cook, Education Associate      803-734-4040      [kcook@ed.sc.gov](mailto:kcook@ed.sc.gov)

**Internal Controls**

- Finance policy/procedures to show that multiple persons are involved in the process
- Procurement policy/procedures to show that multiple persons are involved in the process
- Evidence that financial control procedures have been shared with appropriate staff (policies are on a shared network or location or meetings/training sessions to share information)
- Independent audit findings and LEA response
- Detail Account Inquiry by Account (District and School Level)
- Schedule and notes from on-site school reviews conducted by the LEA
- Labor History for Employees paid from Title I funds (District Level)

- Labor History for Employees paid from Title I funds (School Level)
- Semi-annual certifications for 1.0 FTEs (should be signed in January and June)
- Personnel Activity Record (PARS) for split funded positions

Contact: Karen Cook, Education Associate 803-734-4040

[kcook@ed.sc.gov](mailto:kcook@ed.sc.gov)

### **Equipment and Inventory**

- Title I inventory reconciliation form (tracks disposals, location of Title I purchased equipment, item description, model number, inventory control number, serial number, acquisition date, cost, condition, etc.)
- Current expenditure report for Title I purchased equipment
- Check-out form if LEA has mobile equipment

The Office of Federal and State Accountability's Title I page on the SCDE's website contains copies of the Inventory Reconciliation Form and the Equipment Check-out Form.

Contact: Karen Cook, Education Associate 803-734-4040

[kcook@ed.sc.gov](mailto:kcook@ed.sc.gov)

### **Parent Involvement**

- Documentation demonstrating that parents of children receiving services under Title I were involved in the decisions regarding how the funds would be used to support parent involvement ( Title I planning team meeting notices, sign-in sheets, agendas *which include funding parent involvement* and minutes) (District Level)
- Documentation demonstrating that the written parent involvement policy was developed with, agreed upon, and distributed to parents (Title I planning team meeting notices, sign-in sheets, agendas *which include review and revision of the parent involvement policy* , minutes, evidence of distribution of the policy) (District Level)
- Current district parent involvement policy and relevant documentation of activities (District Level)
- Documentation to show that the district conducted an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the school (Survey of parents regarding effectiveness of parent involvement program, Title I planning team meeting notices, sign-in sheets, agendas, written narrative summarizing the results of the evaluation) (District Level)
- Documentation demonstrating that parents were involved in an organized, on-going and timely way in the planning, review, and improvement of programs under Title I, including the school parent involvement policy and the joint development of the school level program plan. ( Title I planning team meeting notices, sign-in sheets, agendas with

*the planning review and improvement of the parent involvement plan, and minutes)*  
(School Level)

- Documented minutes indicating that an annual meeting has been held within a reasonable time from the beginning of school and has covered the school's participation in Title I, requirements of Title I, and the parents' right to be involved in their child's education. ( Annual meeting notice, sign-in sheets, agenda and minutes) (School Level)
- Written documentation that school performance profiles, individual student assessment results, interpretation of student assessment results, and a description of the curriculum/assessment have been shared with parents. (School Level)
- Documentation that establishes that all parents have been given the opportunity for regular meetings for parental input to discuss Title I issues (Title I parent meeting notices, sign-in sheets, agendas, and minutes) (School Level)
- Written procedure for providing timely responses to processing parents' suggestions (School Level)
- Written evidence that the LEA plan (project application) has been shared with parents and a written procedure for processing parent suggestions is in place. (School Level)
- Copy of school-parent compact for all children served under Title I and it contains at a minimum, parent-teacher conferences, frequent reports to parents on their child's progress, reasonable access to staff, and opportunities to be involved in their child's classroom. (School Level)
- Copies of information shared with parents to help them monitor their children's progress and assist them in working with educators to improve the achievement of their children (District and School Levels)
- Evidence that materials are provided and training is offered to assist parents in working with their children to increase academic achievement. (List of courses, classes, workshops, or programs offered to parents, agendas, sign-in sheets, and handouts) (District and School Levels)
- Evidence of School staff receiving appropriate training and support in building effective parent-school relationships and in implementing effective parent involvement programs (agendas, sign-in sheets, and hand-outs from staff training) (District and School Levels)
- Evidence of efforts made to coordinate and integrate parent involvement programs with other programs, to the extent feasible, and to involve community-based organizations and businesses (Copies of letters, newspapers, brochures, etc.) (District and School Levels)
- Examples of written information which have been modified to meet the parents' language or disabilities needs. (District and School Levels)

- Written procedure on processing parent suggestions and examples of responses made to parent suggestions, if available (District and School Levels)

Contact: Jewell Stanley, Education Associate

803-734-8131

[istanley@ed.sc.gov](mailto:istanley@ed.sc.gov)

### **Private Schools**

A desk review of the Private School component of Title I, Part A monitoring will be completed if a school district **does not** use Title I funds to serve a private school. If a school district **does** serve a private school or schools with Title I funds then an on-site monitoring of the Private School component of Title I, Part A will take place.

### **Desk Review requirements**

- The district must show proof that the district does not serve a private school with Title I funds. Proof will be the district's Title I application showing that a private school is not served. Page 2D of the application will be sufficient in this case.
- The district must provide the SEA with proof that:
  - a. Private schools within 25 miles of each of the districts Title I schools were contacted soliciting their involvement in Title I. Private schools within the 25 mile radius may be in the district or in adjacent districts. Note: you do not have to contact private schools that are outside of the grade spans that you serve with Title I funds. For example, if you do not serve high schools in grades 9-12 you do not have to contact private schools in grades 9-12.
  - b. A letter was sent to each of the private schools uncovered as in "a" above telling them that they may be eligible to receive Title I services. The letter should be dated sometime in March for the upcoming school year. This will give the district and the private school time to develop a program if the private school decides to participate.
  - c. The letter can also solicit involvement in other Federal Title programs such as Title II.
  - d. The content of the letter should mention the fact that the private school must adhere to certain Federal requirements, most importantly the Civil Rights Act of 1964.
  - e. The letter should also tell the private school that an informational meeting will be held within a reasonable time from the date on the letter to discuss the requirements of Title I, Part A to be hosted by and held at the LEA.
  - f. Proof that the letters were sent must be provided to the SEA. The best way to do this is by sending the letters with a return receipt requested.

The above desk review requirements should be completed before the SEA performs the on-site review of the other components of Title I, Part A.

Contact: David Boison, Education Associate

803-734-0594

[dboison@ed.sc.gov](mailto:dboison@ed.sc.gov)

## **Comparability**

A desk review of the Comparability component of Title I, Part A will be completed after submission of comparability information by the LEA to the SEA. \* Comparability is not required of districts that have one school per grade span or have less than 1000 students.

### **Desk Review requirements**

- Districts will send their comparability information to the SEA on or after November 15 of each year that they apply for Title I, Part A funds.
- Districts should follow the instructions for comparability calculations per SEA document found at: <http://ed.sc.gov/agency/programs-services/74/>
- Districts must send proof of comparability to the SEA. Proof will consist of:
  - a. completed comparability worksheet(s). Worksheet is provided in document listed in link above.
  - b. Proof of student count through Average Daily Membership report
  - c. Proof of teacher count through Employee by Location report
  - d. Proof that above counts were both taken on the same day

Contact: David Boison, Education Associate

803-734-0594

dboison@ed.sc.gov